



TRADE, INDUSTRY, TECHNICAL & HEALTH CAREERS TEACHER CERTIFICATION INSTRUCTIONS

Department of Career and Technical Education

Send all application materials and fees to:

Clarke Molter, Trade & Industry Supervisor
Department of Career and Technical Education
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610

All forms can be found on our website at: www.nd.gov/cte/teacher-cert

SECONDARY INSTRUCTORS

1) New Applicant

- a. **Application:** Complete the “Application for Career and Technical Education Teacher Certification (SFN 5415)” found on our website.
- b. **Verification of Employment:** 8,000 hours of work experience in the occupational field to be taught must be verified within the last eight (8) years. Complete the top portion of the “Occupational Work Experience Verification (SFN 50986)” found on our website, and have the employer(s) complete the bottom half. Collect and return with your application.
- c. **Transcripts:** Include copies of transcripts verifying college degrees and/or credits earned.
- d. **Training:** Include copies of current training/certification/license required for the occupational field to be taught. (Ex: ASE, NATEF, AWS, Nursing License, etc.)
- e. **Background Check:** Contact our office for a Fingerprinting Procedures packet. All applicants who will be teaching in a high school must have the fingerprinting and background check satisfactorily completed prior to being issued the license. **Allow six (6) weeks for results.** If you are or have been a licensed teacher in North Dakota, you may omit this step, and include a copy of your most recent North Dakota teaching license.
- f. **Fee:** See the table below for the appropriate fee.

2) Renewal Applicant

- a. **Renewal Application:** Complete the “Renewal Application for Career and Technical Education Teacher Certification (SFN 51688)” found on our website.
- b. **Continuing Education:** Include copies of transcripts and/or certificates verifying credits and hours earned.
 - 1. Regular (5-year) licensed instructors must complete four (4) semester credits and sixty-four (64) clock hours of in-service related to the occupational area.
 - 2. Provisional (2-year) licensed instructors must complete the Clinical Practice program within the 2-year provisional period in order to move to regular certification status.
- c. **Training:** Include copies of current training/certification/license required for the occupational field to be taught. (Ex: ASE, NATEF, AWS, Nursing License, etc.)
- d. **Fee:** See the table below for the appropriate fee.

Fees for Secondary Teacher Licensure

(Make check or money order payable to Education Standards and Practices Board.)

New Applicant License (2-year Provisional)	\$100.00
Moving from 2-year to 5-year License	\$125.00
5-year License Renewal	\$125.00
2-year Substitute License Renewal	\$50.00
New T&I Endorsement	\$75.00

POST-SECONDARY INSTRUCTORS

1) New Applicant

- a. **Application:** Complete the “Application for Career and Technical Education Teacher Certification (SFN 5415)” found on our website.
- b. **Transcripts:** Include copies of transcripts verifying college degrees and/or credits earned.
- c. **Training:** Include copies of current training/certification/license required for the occupational field to be taught. (Ex: ASE, NATEF, AWS, Nursing License, etc.)

2) Renewal Applicant

- a. **Renewal Application:** Complete the “Renewal Application for Career and Technical Education Teacher Certification (SFN 51688)” found on our website.
- b. **Continuing Education:** Include copies of transcripts and/or certificates verifying credits and hours earned.
 1. Regular (5-year) licensed instructors must complete 120 clock hours of in-service related to the occupational area and/or instructional methods. (College credit can be used for this requirement, with one (1) semester hour equal to fifteen (15) clock hours.)
 2. Provisional (2-year) licensed instructors must complete the Clinical Practice program within the 2-year provisional period in order to move to regular certification status.
- c. **Training:** Include copies of current training/certification/license required for the occupational field to be taught. (Ex: ASE, NATEF, AWS, Nursing License, etc.)

Note: There is no fee for Post-Secondary Instructor Certification.